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03/16/1992 - EIU Offers Business Workshops

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March 16, 1992

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FOR IMMEDIATE RELEASE:

EIU OFFERS BUSINESS WORKSHOPS

CHARLESTON, IL--Eastern Illinois University's Business Development Center will offer six evening workshops in April for those interested in expanding their business, supervisory and computer skills.

All workshops will be held from 6:30 to 9:30 p.m. on Eastern's campus and are co-sponsored by the Charleston Area Chamber of Commerce and Mattoon Chamber of Commerce. Several Eastern faculty and staff will serve as instructors.

The workshops series begins with "Intermediate WordPerfect 5.1," April 7 and 8. As a follow-up course to the "Introduction to WordPerfect 5.1," this workshop is designed to go beyond basic editing skills to more technical features of the WordPerfect system, such as outlining and integrating graphics.

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EIU OFFERS BUSINESS WORKSHOPS

Anyone involved in negotiations or interpersonal relations with employees, customers or peers may benefit from "Successful Selling," April 8 and 9. The instructor will offer techniques to increase earning power and ways for participants to identify a personal selling style.

"Improve Your Personal Leadership Skills," April 9, will focus on leadership behavior that will create a positive influence on employees. It will provide ways for participants to become better organized, improve motivational qualities and enhance their image as competent leaders.

"Improving Your Business Writing Skills: Writing that Gets Results," April 15 and 16, is a beneficial workshop for managers, administrative assistants and office support personnel who need to write more effective memos, letters and reports. Participants will improve their writing and editing skills through practical work in solving writing problems common to many people.

Two workshops April 21 and 23, involving supervisory techniques and computer skills will conclude the April series.

The first, "Advanced Supervision," is designed for supervisors with at least three years of management experience. The instructor will focus on the broader perspectives of management that supervisors must acquire.

Those who have successfully completed the introduction course in Lotus 1-2-3 may attend "Intermediate Lotus 1-2-3 to learn more sophisticated features of the the Lotus computer system. Instruction will include hands on practice of functions such as merging and combining worksheets and advanced graphics.

ADD 2/2/2/2

EIU OFFERS BUSINESS WORKSHOPS

The fee is \$65 for one-day workshops and \$90 for two-day workshops, including all materials. Fees should be received no later than five days prior to each workshop.

Interested persons should call Nancy or Allen at Eastern's Business Development Center, 217/581-2913, for further information